

CUNY PROFESSIONAL DEVELOPMENT PROGRAM

CERTIFICATE FOR PROFESSIONAL STAFF (CPS)



PDLM's skills enhancement certificate for professional staff is designed to deliver essential skill-sets and competencies to non-supervisory CUNY professionals. To qualify for a CUNY professionals certificate, participants must complete three core courses and two elective courses within a two-year period. Elective courses may be chosen from the list of communications, technology, and workplace effectiveness courses presented below.

CORE COURSES FOR CERTIFICATE FOR PROFESSIONAL STAFF (CPS)

Professionals must complete three Core courses.

Attitude Is Everything (C9266)

Enhancing Personal Productivity (C9226)

Professional Presence (C7721)

ELECTIVE COURSES FOR THE CERTIFICATE FOR PROFESSIONAL STAFF

Professionals must complete 2 Elective courses.

Communications Courses

Creating & Delivering Powerful Presentations (C9091)

Tactical Communications for Gaining Cooperation (C9001)

Technology Courses

Must be taken at the Citywide Training Center (CTC)

Excel - Level 1 or 2

PowerPoint - Level 1 or 2

Workplace Effectiveness Courses

How To Write Fast Under Pressure (C7513)

Leading Short-Term Improvement Projects (C9014)

Come Learn With Us!

Visit www.cuny.edu/pdlm for course descriptions and dates.